



King County
Health Care Assistant
(HCA-Family Planning Clinic)
PUBLIC HEALTH- SEATTLE & KING COUNTY
Community Health Services Division
Auburn Public Health Department
Hourly Rate Range \$15.04 - \$19.07
Job Announcement NO.: 03RM3557
OPEN: 7/9/03 CLOSE: 7/22/03

WHO MAY APPLY: This career service position is open to all qualified candidates.

WHERE TO APPLY: Required forms and materials **must** be sent to: **Employment Services, 999 3rd Avenue, Suite 1230, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Julie Nelson at (206) 205-6819 for further inquiries.

PLEASE NOTE: Applications not received at the location specified above may not be processed.

FORMS AND MATERIALS REQUIRED: A [King County application form, data sheet](#), resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

WORK LOCATION: *Auburn Public Health Department, 20 Auburn Ave., Auburn, WA.*

WORK SCHEDULE: This position is overtime eligible. It works a 40 hour work week; Monday through Friday; some rotating evenings and weekends.

PRIMARY JOB FUNCTIONS INCLUDE: As a member of clinic team, provide support to provider staff and clients in a busy Family Planning/STD clinic. Greet and prepare male and female clients for clinic exams. Perform height, weight, blood pressure and routine laboratory tests as directed. Interview clients to determine family planning/STD health care needs based on the full range of services outlined in the SKCDPH Family Planning Clinical Practice Guidelines, including pregnancy options and emergency contraception. Provide birth control and related education as directed. Monitor and order clinic supplies. Correctly document services given.

QUALIFICATIONS:

- Knowledge of medical terminology and clinical procedures
- Knowledge of behaviors and practices to achieve and maintain good health
- Knowledge of asepsis and universal precautions
- Knowledge of occupational hazards and safety procedures
- Knowledge of lab procedures including phlebotomy
- Knowledge of medical record procedures
- Excellent verbal and written communication
- Skill in performing a number of tasks simultaneously
- Skill in working effectively as member of interdisciplinary team
- Skill in working with diverse populations

DESIRED QUALIFICATIONS: Prefer candidates who are bilingual in Spanish and English.

NECESSARY SPECIAL REQUIREMENTS:

- The selected candidate must pass a through background investigation.
- Employees are required to protect the privacy and security of protected health information as defined in State and Federal Law

UNION MEMBERSHIP: Local 17

CLASS CODE: 8354 SEQUENCE NUMBER: 80-8354-1531